

# **KENTUCKY DEPARTMENT OF EDUCATION**

## **STAFF NOTE**

### **Review Item:**

KDE Employment Report

### **Applicable Statute or Regulation:**

KRS Chapter 18A, KRS 156.017, House Bill 502 (Budget Bill-2000 General Assembly); executive order 96-612, House Bill 727 (1998 General Assembly)

### **History/Background:**

***Existing Policy.*** The Kentucky Board of Education authorized a minimum 10% minority employment goal for the Department of Education in 1994. In addition, effective July 1, 2004 the targeted hiring goal for minority employment in all state government was raised from 7.51% to 10% based on the 2000 census data for Kentucky.

The Department of Education's minority employment goal is consistent with the Kentucky State Government goal and is designed to: 1) provide equal opportunities for recruitment and selection at all levels of the department; 2) mirror the student population of Kentucky's schools; and 3) provide for a multi-talented and diverse workforce that can provide quality leadership and professional services to local school district administrators, teachers, parents, students and citizens.

- The Kentucky Department of Education, as of the close of business, April 30, 2009, employed 619 full-time employees. (535 non-minority employees/86.4% and 84 minority employees/13.6%)
- The department's Frankfort-based full-time work force of 363 employees includes 309 non-minority employees/85.1% and 54 minority employees/14.9%.

During the two-month period from March 1, 2009 – April 30, 2009, there were:

- 9 appointments, 3 of whom were minority employees
- 5 internal promotions
- 0 internal demotions
- 3 reclasses
- 3 lateral transfers, 2 of whom were minority employees
- 2 details to special duty
- 10 separations from employment, 4 of whom were minority employees
  - 1 separation from a leadership position

- 5 separations from support positions
- 4 separations from professional positions

During the two-month period from March 1, 2009 – April 30, 2009 there were:

- 11 positions for which interviews were scheduled
- 480 applicants who expressed an interest in, via self nomination, those positions
- 66 qualified candidates were selected to interview for those positions by the supervisor/manager in the office/division and contacted by HR

The following notations are designed to provide clarification for the preceding statistics:

- All KDE positions are advertised on the KDE website and all positions which require a merit register are posted on the Personnel Cabinet website for 10 days.
- KDE's internal policy requires an interview panel of a minimum of three (3) people, 1 of whom must be a minority and a minimum of three candidates must be interviewed.
- KDE's hiring process is subject to and in compliance with Personnel Memo 08-18, which requires the employing agency to offer the opportunity to interview to a minimum of five (5) identified veterans listed on the certified register list. If there are fewer than five (5) identified veterans, then the employing agency shall offer an opportunity to interview to all identified veteran applicants.
- Per Personnel Memo 08-21, the Personnel Cabinet will no longer provide information pertaining to an applicant's race, gender, or national origin on the certified register list nor will this information be available on the candidate's application for employment. This is to ensure compliance with the EEOC.
- The Kentucky Department of Education receives certified registers from the Personnel Cabinet that contain applicants with no designated minority status.

The Kentucky Department of Education's hiring is currently subject to the restrictions issued by Governor Beshear's executive order 2008-011. This order implements a new process on how personnel actions will be requested by the agencies and approved by the Governor and the Secretary of the Personnel Cabinet. Attached please find the relevant section of Executive Order 2008-011.

The following notations are designed to provide clarification for the report in its entirety:

- Full-Time Employee, for the purpose of this report, is defined as all KRS18A and all KRS161 employees.

- For the purpose of this report, **Leadership** is all non-graded, non-merit KBE/KDE employees; **Professional** reflects all positions, grade 15 and above, and **Support** includes all positions grade 14 and below.
- Appointments and separations are not mutually exclusive. As KDE employees are many times the successful candidates for positions, a single move may create a separation and an appointment. For the purpose of this report, a separation includes: resignations, retirements, dismissals, transfers out of KDE, and deaths.

Attached are two charts, one reflecting overall and minority employment by type of employment, bureau and office and the other providing historical data on minority employment.

**Contact Person:**

Joe Lancaster, Acting Associate Commissioner  
Office of Internal Administration and Support  
(502) 564-1976

---

**Deputy Commissioner**

---

**Interim Commissioner of Education**

**Date:**

June 2009

**REDUCE THE STATE WORKFORCE THROUGH ATTRITION**

3. The size of the workforce will be reduced through attrition. All hiring actions must be justified as essential to the delivery of services and that funds are available to sustain the position within reduced budgeted amounts. All personnel actions must be justified and approved by the Secretary of the Governor's Executive Cabinet prior to submission to the Personnel Cabinet for processing. This includes approval of actions that increase costs for existing personnel.